

UNITED STATES GOVERNMENT

Memorandum

U-0095/SWS

TO : SA/DCI/SW

DATE: 18 June 1975

FROM : D/SWS

SUBJECT: Personnel Requirements in Support of the SWS

1. Receipt of DI-1 memo U-405/DI-1B of 11 June 1975 that reiterates the intent to formally transfer one each E-5 and GS-7 SWS support staff positions to other DI elements in the near future has caused us to review our own personnel situation at this time.

2. As the SWS organization evolved during the Ad Hoc Working Group deliberations the following support staff was envisioned:

1	0-5	DIA
1	GS-9	DIA
1	GS-7	DIA
1	GS-7	CIA
1	E-6	DIA
1	E-5	DIA

Compared to traditional manning criteria, this may seem an overlarge staff to support ten analysts and myself but the SWS operation is somewhat different in scope. It receives a large volume of communications traffic and performs its own receipt/dispatch/control functions for a large volume of compartmented material.

3. Prior to the activation of the SWS it was decided to reduce support staff manning to:

1	0-4	DIA
1	GS-9	DIA
1	GS-7	CIA (filled by GS-5)
1	E-6	DIA

It was expected that the termination of the NIC courier service and the reduction of the document control load would enable the E-6 to perform most of the incoming

DIA
review(s)
completed.

